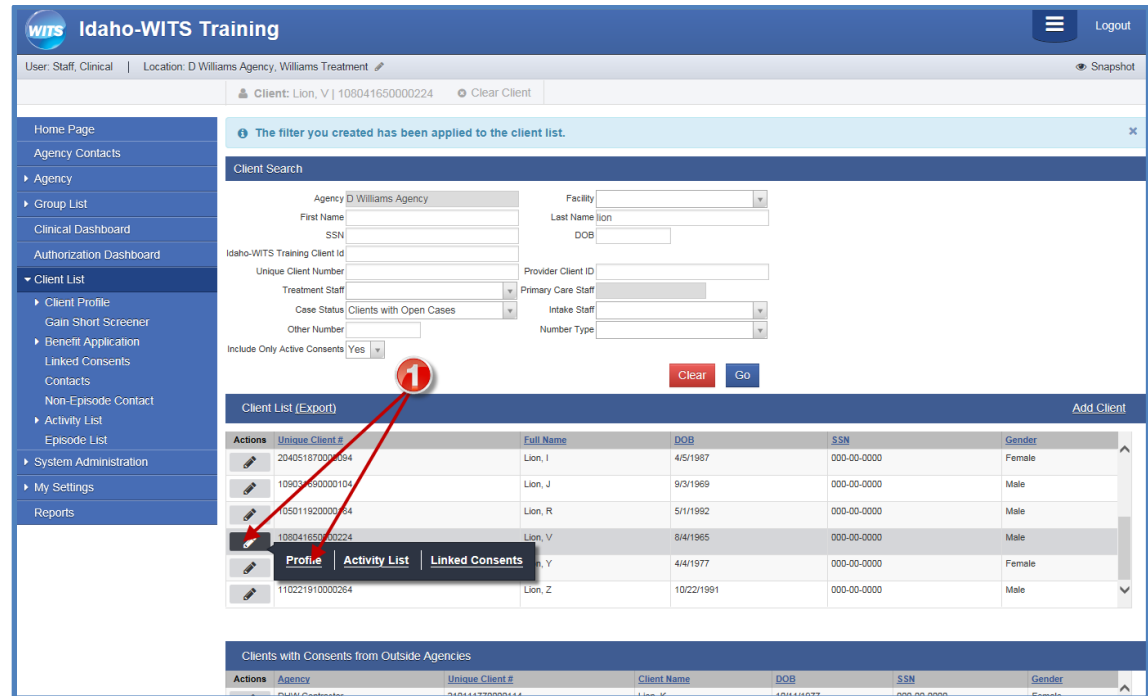# Authorization Change Request – Note to Authorizer for IDHW (non-ATR 4) & IDOC Clients who are not changing facilities or agencies

These instructions are to be used in the following Situations.

- **Transfer an IDHW client from Assessment to a treatment Level of Care (LOC) at the current facility.**
- **Close/Discharge the client who will not be going to another provider.**
- **Request RSS services for my agency or a Stand Alone RSS provider (without affecting treatment).**
- **I am a Stand Alone RSS provider and I want to request additional units.**

1. **Getting here:** Login, select the **Facility**, select **Client List** on the Navigation Pane (left menu) to generate the Client Search Screen, find client, click [pencil icon] and select **Client Profile**.

2. Select the **Authorization** on the Navigation Pane

3. Click [pencil icon] and select **Profile** to review the active Authorization.

4. Click **Requests** under the Actions box.

5. The Authorization Change Request List displays. Click **Add New**.

6. The Authorization Change Request List displays. Select **Note to Authorizer**.

7. Enter **Comments**.

- **Transfer a IDHW client from Assessment to a treatment LOC:** document the date the GRRS is consented to DHW Contractor, and include the recommended LOC.
- **Close/discharge the client who will not be going to another provider:** document the reason for the discharge/ closure and the discharge/closure date. When discharging from Detox, Halfway Housing, Residential or Transitional Housing services (Level III), please include a detailed reason for the discharge.
- **Request RSS services for my agency or a Stand Alone RSS provider (without affecting treatment):** name of the service, number of requested units, and justification for each RSS Service. Include the name of the Stand Alone RSS provider if applicable.
- **I am a Stand Alone RSS provider and I want to request additional units:** name of the service, number of requested units, and justification for each RSS Service.

8. Click **Save** and **Finish**.